



Permit Acceptance Process

The process of completing and closing a Permit, does not necessarily end with the completion of the construction activities. The following describes Maintenance Bonding requirements for Infrastructure permits. Note, Minor Infrastructure work, issued with a Building Permit (CR__) will be inspected and completed by the Building Inspector. The typical final sign-off decision of “FIELD ACC” stands for “Permit Field Activity Completed” and does not signify permit acceptance.

Non-Bonded Permits – Minor Infrastructure Permits (SEC1)

Minor Infrastructure Permits are classified as drive approaches, sidewalk, and curb & gutter remove and replacement. There is not a maintenance period for these permits. Once the Field Inspector has signed-off the construction activity with a Decision of “FIELD ACC”. Then LDD Administrative staff will issue a “Final Acceptance Letter”.

Performance Only Bonded Permits – Major Infrastructure Permits (SEC1, SEC6, SEC7, SEC8)

The following Permit Types require a Performance Bond, only if Final Plat is recorded prior to all construction activities being completed:

- Miscellaneous Street Construction Permit – SEC1 (where minor infrastructure is a condition of plan approval a performance bond is required).
- Street Light Permit – SEC6
- Traffic Signal Permit – SEC7
- Site Disturbance Permit – SEC8 (Only applicable if there is a downstream water body)

There is not a maintenance period for these permits. A “Final Release” of the permit will occur once the construction activity has a Decision of “FIELD ACC”, at which time; the Performance Bond will be released.

Bonded Permits with Maintenance – Major Infrastructure Permits (SEC3, SEC4, SEC5, SECD)

The following Permit Types are Major Infrastructure Permits that require a Maintenance Bond:

Sanitary Sewer Permit – SEC3
 Storm Sewer Permit – SEC4
 Street Permit – SEC5
 Development Permit – SECD

Once the Field Inspector has signed-off the construction activity with a Decision of “FIELD ACC”, then all required As-built drawings and Certification letters for 48” and larger storm pipe shall be submitted and approved (for SEC3, SEC4, SECD if required). See As-Built Notifications, Instructions, and Submittals. The maintenance period will not begin until as-built drawings are approved.

If a Performance & Maintenance Bond was provided at the time of Permit issuance, Final Acceptance will occur once the permit has completed the required Maintenance Period, then the Bond will be released. Note, providing a Performance & Maintenance Bond will allow the Final Plat to be recorded prior to construction activities being completed.

If a Performance Bond was not provided at the time of Permit issuance, then a Maintenance Bond shall be provided prior to Decision of “FIELD ACC” on all construction activities. Final Acceptance will occur once the permit has completed the required Maintenance Period, and the Bond will be released.